IMPORTANT NOTE!

Students who do not enrol and start their course by Monday 30 January 2017 may be referred to the Department of Immigration and Border Protection (DIBP), and may risk cancellation of their student visa.

TAFE NSW – Western Sydney Institute
Richmond College

Date       Wednesday 25 January 2017
Time       10am
Venue      Richmond College
           J Block, Library Seminar Room
           Corner of Blacktown Road and Campus Drive
           Richmond NSW

Please note: Attendance is compulsory. If you are not present you may lose your place in the course. You must contact us if you are unable to attend the program.

Program for the day
- Welcome
- College Services
- Orientation and introduction to college life
- Completion of paperwork
- Enrolment
- College Tour

Documents to bring
- TAFE NSW offer letter
- Confirmation of enrolment (COE)
- Proof of tuition fee payment
- Passport with valid student visa

Contact person
Name: Helen Bodill, International Student Coordinator
Phone: +61 2 4570 9033
Email: helen.bodill@tafensw.edu.au

CRICOS Provider Name: TAFE NSW – Technical and Further Education Commission | CRICOS Provider Code: 00591E
IMPORTANT INFORMATION ABOUT YOUR USI (UNIQUE STUDENT IDENTIFIER)

To apply for your USI, please follow the steps below:

1. Go to www.usi.gov.au
2. Follow the steps on the website
3. Enter your personal detail on the USI website
   
   *(please note that your personal details must be exactly the same as in your passport)*
4. Print your USI below and bring this to your orientation session.

   NAME: _______________________________________
   USI: __________________________________________
APPLY FOR YOUR UNIQUE STUDENT IDENTIFIER (USI)
(After your student visa has been issued and you have ARRIVED in Australia)

Steps to create your USI
Step 1: Have the following identification, your passport. (You will need to enter your name as stated in your passport, your passport number and country of issue).
Step 2: Visit the USI website at: www.usi.gov.au
Step 3: Select the ‘Create a USI’ link and follow the steps.
Step 4: Agree to the Terms and Conditions.
Step 5: Print your USI Creation Notice.

Example of USI Creation Notice

Dear Student,

SUCCESSFUL CREATION OF UNIQUE STUDENT IDENTIFIER (USI)

Your USI Account has been successfully created with the following details:

USI: ABCD1234
First Name: John
Middle Name: -
Last Name: Smith
Birth Year: 1988

Please take this creation notice with you when you enrol as you will need the above details for the training organisation to verify that your USI is correct.

You will only ever need one USI and it is yours for life. Please keep a record of your USI somewhere safe for future reference as you will need this every time you undertake training.

You can update your details, assign access rights and view any training outcomes (when available) by logging in to your USI account at any time.

If you lose your USI or forget your password you can visit our website www.usi.gov.au to recover it.

Why do you need a USI

- The USI is an important part of the national training data collection. It helps ensure that all records for the same person in the collection stay together regardless of which training provider delivers the training.
- Your training provider cannot issue you with a certificate or other evidence of your nationally recognised training outcomes without collecting and verifying your USI, except where special exemption exist.
- Nationally recognised training includes both long courses leading to diplomas and certificates as well as short courses (e.g. for first aid, trucking licenses).
- The USI can provide you with a password protected online access to your national training records.


If you believe you are receiving this notification in error, please contact us through our website www.usi.gov.au.

Regards,

Student Identifier Registrar
USI Office
GPO Box 9880
Canberra ACT 2601 Australia

Phone: 1300 857 536
Email: isu@education.gov.au
Web: www.usi.gov.au